

APPLICATION PACK FOR THE ECOLABEL



PART 2: Application form for a personal computer

Insert name of Competent Body and contact details (address, telephone and fax numbers, Email address)

Date of issue:

Introduction

1. This part contains an application form for applicants for the Ecolabel for a personal computer, plus the full technical criteria for a personal computer (in Annex 1) and a list of approved test centres (in Annex 2).

Product group definition and criteria

2. The product group definition for a personal computer is set out in the box below:

Personal Computers:	Computers designed for use in a fixed location, such as on a desk, and consisting of a system unit, keyboard, and display. This also includes computers in which the system unit and display are combined in a single case;
System Units:	System units for use with personal computers;
Displays:	Displays for use with personal computers;
Keyboards:	Keyboards for use with personal computers.

3. Criteria for the Ecolabel for personal computers have been agreed by taking into account various impacts at each step of the product's life, such as energy consumption. They are listed in the formal Commission Decision of **[insert date]** (see Annex 1).
4. The criteria aim in particular at encouraging energy efficiency, design to facilitate upgrading during the lifetime of the personal computer, and recycling at the end of the computer's life.
5. More specifically, they aim at promoting
 - the reduction of environmental damage or risks related to the use of energy (global warming, acidification, depletion of non-renewable resources) by reducing energy consumption
 - the reduction of environmental damage related to the use of natural resources by encouraging the exchangeability of components, and the recyclability and maintainability of the product
 - the reduction of environmental damage or risks related to the use of hazardous substances by reducing the use of such substances.

The criteria encourage the implementation of best practice (optimal environmental use) and enhance consumers' environmental awareness. Furthermore, marking the plastic components encourages the recycling of the product.

The criteria are set at levels that promote the labelling of personal computers that have a lower environmental impact.

6. The criteria will be valid for three years, and will be revised during the year 2004. During the period leading up to the revision, due attention will be given to the following issues:
- Energy consumption
 - Mercury content in LCD background lighting
 - Recycling of glass from CRTs
 - The use of recycled plastics
 - Noise levels
 - Multi-media related issues
 - Flame retardants
 - Test method for energy consumption in use
 - Disassembly report

Health, safety and other environmental requirements

7. Products awarded Ecolabels must also comply with the general provisions of the Regulation. Article 2 of the Regulation states that the label may not be awarded to substances or preparations classified as very toxic, toxic, dangerous to the environment, carcinogenic, toxic for reproduction, or mutagenic in accordance with Council Directive 67/548/EEC or Directive 1999/45/EC, or to goods manufactured by processes which are likely to significantly harm man and / or the environment, or which in their normal application could be harmful to the consumer.



Application for the EU Ecolabel for a personal computer

Section 1 of this form provides information on the applicant and the product. Compliance is shown by a mixture of tests and applicant's declarations, as indicated in Section 2 of the form.

Applicants should complete Sections 1 and 2 of this form (in black, either typescript or manuscript) and submit in duplicate - as a paper copy, not by e-mail - to the Competent Body.

Applicants should also provide a technical dossier of laboratory test reports, and send this in duplicate to the Competent Body, and keep an up-to-date file on their premises to show continuing compliance with the criteria. The dossier should include an illustration of how applicants intend to use the Ecolabel on the product and packaging, so that the Competent Body can satisfy itself that the label will be properly used.

Section 1 – details of applicant and product

<i>Please complete or type in black, and submit in duplicate (as a paper copy, not by e-mail) to the Competent Body</i>	<i>For official use</i>
A. The applicant	
Full name of applicant company:	
Address:	
Contact name, and function:	
Tel no, and fax no:	
<u>Website:</u>	
E-mail:	
In what capacity are you applying for the Ecolabel? (manufacturer, importer, service provider, trader or retailer)	

C. This application	
Is this the first application for the EU Ecolabel for this product? (if not, when and where was the first application made, and with what outcome?)	
Is this an application to add a new product (that is, with a technical formulation not covered by an existing Ecolabel that you hold) to a licence for a product range already covered by an Ecolabel? (if so, please give details of the existing Ecolabel)	
Please name any other environmental labelling schemes under which the product has already been registered, such as the Nordic Swan:	
The assessment and certification method I have used is: certified self-assessment / independent third party assessment: (please say which) Does the laboratory where the tests were conducted meet the general requirements expressed in standard EN ISO 17025:	
The Competent Body will invoice applicants for a non-returnable application fee on receipt of the application. If the application is successful, the Competent Body will invoice the licensee for an annual fee, as explained in paragraph 21 of Part 1 of this pack. It will apply all relevant reductions. 1. Do you wish to claim a fee reduction as an SME? If so, please provide proof of status. 2. Do you wish to claim a fee reduction for EMAS registration or ISO certification? If so, please provide proof of status. 3. Where the product uses components for which an Ecolabel fee has already been paid, the annual fee will be based on the annual sales of the products after deduction of the cost value of the components. Do you wish to claim a reduction on these grounds? Please provide details if relevant.	

D. Applicant's undertaking (all applicants must sign and date this undertaking: Regulation EC No 1980 / 2000 is shown in Part 3 of this application pack)	
As the applicant for an EU Eco-label, I hereby declare that: I understand and accept the provisions of Regulation EC No 1980 / 2000 on the EU Ecolabel scheme, and in particular Article 2, which states that the Ecolabel may not be awarded to goods manufactured by processes which are likely to significantly harm man and / or the environment, or which in their normal application could be harmful to the consumer; I understand and accept the standard assessment and contract procedures proposed by the Competent Body, and accept its terms during the duration of the contract; I undertake to ensure that the product compiles with the Ecolabel criteria at all times and to notify the Competent Body immediately of any significant modification to it or to the production processes; I take responsibility for the correct and proper use of the EU Ecolabel.	
Signed: Name in capitals: Position in company: Date:	

Section 2 – Compliance undertakings

For a personal computer, the criteria which apply to either individual parts or the complete computer are as follows;

	System unit	Display	Keyboard	Personal computer
Energy savings: system unit	X			X
Energy savings: monitor		X		X
Life-time extension: system unit	X			X
Life-time extension: monitor		X		X
Mercury content of liquid crystal display (LCD) monitor		X (where applicable)		X (where applicable)
Noise	X			X
Electromagnetic emissions		X		X
Takeback and recycling	X	X (as applicable)	X (as applicable)	X (as applicable)
User instructions	X	X	X (as applicable)	X (as applicable)
Environmental declaration	X	X	X	X

The information required to show compliance with each of the criteria is as follows;

	Test report	Declaration
Energy Savings – System unit		
Meets Energy Star requirements	X	
ACPI S3 consumption < 5 watts	X	
Off-mode consumption < 2 watts	X	
Energy savings – Monitor		
Meets sleep mode consumption < 10 watts	X	
Meets deep-sleep mode consumption < 5 watts	X	
Lifetime extension – system unit		X
Lifetime extension – monitor		X
Mercury content of LCD monitor		X
Noise		
Declared sound power level < 48 dB(A) in the idle operating mode	X	
Declared sound power level < 55 dB(A) when accessing a disk drive	X	
Electromagnetic emissions	X	
Take-back and recycling		X
User instructions		X
Environmental declaration		X

In order for the applicant to show compliance with these requirements, the following documentation is to be provided with the application;

- Report(s) showing compliance of the product with each test requirement
- Information showing that the laboratory(s) where the testing was conducted meet the general requirements expressed in EN ISO 17025
- Suitable information¹ for the Competent Body to determine that the product meets all criteria where the applicant has declared compliance with the criteria
- The user manual for the product
- A disassembly report
- The environmental declaration for the product
- Information on how the user will be made aware that this product has been awarded the ecolabel. This will include information on marking of the package(s) containing the product(s).
- An illustration of the proposed usage of the Ecolabel on the product and/or packaging, so that the Competent Body can satisfy itself that the label will be properly used.

This information must be collated in a dossier to demonstrate that the product complies with the criteria. If the application is successful, the applicant will be expected to retain the dossier and keep it up to date for the duration of the licence.

Applicants applying for an ecolabel for either a system unit, a monitor or a keyboard need only complete the sections for the criteria, and provide reports and other information which are relevant for that item.

Where no specific requirements about the test method are stated, the Competent Body simply expects applicants to make what they regard as reasonable tests, and to keep the report on these tests ready in case it is required.

Two copies of the form and dossier must be signed where shown, and submitted by post (not e-mail) with the application forms to the Competent Body at the address on the cover of this pack.

¹ It is suggested that, for example, compliance with each section of the criterion on user instructions could be shown by reference to the relevant page of the user manual.

Please complete or type in black and submit in duplicate as a paper copy (not by Email) to the Competent Body. Indicate, using the spaces in the following tables, if the product meets each criterion, and that either a report or other information, as appropriate, showing that the product complies with the criterion is provided to the Competent Body.

1. Energy savings – system unit

1.1 Energy Star

Requirement	Yes	No
The computer system unit meets the current Energy Star power consumption requirements.		
Report provided stating the measured consumption of the personal computer system unit using the procedure in the current Energy Star computer memorandum of understanding		

1.2 ACPI S3 sleep state

Requirement	Yes	No
The computer system unit supports the ACPI S3 sleep state		
The computer system unit wakes from this mode in response to a command from a modem		
The computer system unit wakes from this mode in response to a command from a network connection		
The computer system unit wakes from this mode in response to a command from either a keyboard or a mouse		
The default mode-change time from operation to the ACPI S3 sleep state is less than or equal to 30 minutes of inactivity.		
Report provided to the Competent Body stating that the measured level of power consumption in the ACPI S3 mode, measured using the procedure in the current Energy Star computer memorandum of understanding, is less than 5 watts		

1.3 Off mode power consumption

Requirement	Yes	No
The off-mode consumption of the computer system unit is a maximum of 2 watts.		
Report provided to the Competent Body stating that the measured level of power consumption in the off mode, measured using the procedure in the current Energy Star computer memorandum of understanding, is a maximum of 2 watts		

2. Energy savings - monitor

Requirement	Yes	No
The monitor has a sleep mode consumption of ≤ 10 watts		
The default mode-change time from operation to the sleep state is ≤ 15 minutes of inactivity.		
The monitor has a deep-sleep ² mode power consumption of ≤ 5 watts.		
The default mode-change time from operation to the deep-sleep state is ≤ 30 minutes of inactivity.		
Report provided to the Competent body stating that the measured level of power consumption in both of these sleep modes, determined using the procedure in the current Energy Star monitor memorandum of understanding is ≤ 10 watts in the sleep state and ≤ 5 watts in the deep sleep state.		

3. Lifetime extension – system unit

Requirement	Yes	No
A commercial guarantee ensuring that the personal computer system unit will function for at least 3 years from the date of delivery to the customer is provided to the customer		
The computer is designed so that the memory can be changed		
The computer is designed so that the hard disk, and if available either the CD drive or DVD drive, can be changed		
A minimum of two sockets to allow direct connection of additional peripheral equipment such as scanners and back-up devices are provided.		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

4. Lifetime extension - monitor

Requirement	Yes	No
A commercial guarantee ensuring that the monitor will function for at least 3 years from the date of delivery to the customer is provided to the customer		
Suitable information for the Competent Body to determine that the product meets this criterion is provided to the Competent Body		

5. Mercury content of a liquid crystal display (LCD) monitor

Requirement	Yes	No
Lamps used for the background lighting of a LCD monitor contain a maximum of 3 mg (on average) per lamp		
Suitable information for the Competent Body to determine that the product meets this criterion is provided to the Competent Body		

² As defined by the current Energy Star definition of 'second low power' or 'deep sleep' mode.

6. Noise

Requirement	Yes	No
The “Declared Sound Level” of the personal computer system unit, according to paragraph 3.2.5 of ISO 9296, does not exceed 48 dB(A) in the idle operating mode		
The “Declared Sound Level” of the personal computer system unit, according to paragraph 3.2.5 of ISO 9296, does not exceed 55 dB(A) when accessing a disk drive		
Report provided to the Competent Body certifying that the levels of noise emissions measured in accordance with ISO 7779 and ISO 9296, and declared in accordance with paragraph 3.2.5 of ISO 9296, are ≤ 48 dB(A) in the idle operating mode and ≤ 55 dB(A) when accessing a disk drive.		

7. Electromagnetic emissions

Requirement	Yes	No
The personal computer monitor meets the current maximum exposure limits set in Council Recommendation 1999/519/EC of 12 July 1999 on the limitation of exposure of the general public to electromagnetic fields (0 Hz to 300 GHz).		
Report provided to the Competent Body specifying the methods used to measure the levels of electromagnetic emissions, and showing that the personal computer monitor meets the current maximum exposure limits set in Council Recommendation 1999/519/EC. EN 50279 can be used to test compliance with this criterion.		

8. Take-back and Recycling

8.1 Take-back

Requirement	Yes	No
The manufacturer will offer to take-back the product, or any component being replaced, except for items contaminated by users (e.g. in medical or nuclear applications) free of charge for refurbishment or recycling.		
Suitable information for the Competent Body to determine that the product meets this criterion is provided to the Competent Body		

8.2 Disassembly

Requirement	Yes	No
One qualified person, alone, is able to dismantle the product		
A disassembly report for the product is provided to the Competent Body:		
The disassembly report for the product will be made available to third parties on request.		
The disassembly report confirms that the product can be safely dismantled by one qualified person working alone		
The disassembly report confirms that connections are easy to find and accessible		
The disassembly report confirms that connections are as standardised as possible		
The disassembly report confirms that connections are accessible with commonly available tools		
The disassembly report confirms that the background lighting lamps of LCD monitors are easily separable during dismantling of the product for recycling		
Any labels which are used are either inherent or easily separated during the dismantling of the product for recycling		
The disassembly report identifies labels which can be easily separated during the dismantling of the product for recycling		
The product has been designed so that incompatible and hazardous materials can be easily separated during the dismantling of the product for recycling		
The disassembly report identifies all incompatible and hazardous materials and provides information on how they can be easily separated during the dismantling of the product for recycling		

8.3 Proportion which is technically recyclable

Requirement	Yes	No
90% of the plastic materials in the housing and chassis are technically recyclable		
90% of the metal materials in the housing and chassis are technically recyclable		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

8.4 Plastic parts

Requirement	Yes	No
Any plastic part weighing more than 25 grams, apart from extruded plastic materials and the light-guide of flat panel displays, has a permanent marking identifying the material in conformity with ISO 11469		
Lead has not been intentionally added to any plastic part		
Cadmium has not been intentionally added to any plastic part		
All plastic parts contain one polymer or compatible polymers, apart from the cover which contains a maximum of 2 types of polymers which are separable during the recycling process		
Any metal inlays in plastic parts can be separated from the plastic part during the recycling process		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

8.5 Flame retardants

1. Any plastic part weighing more than 25 grams does not contain the following flame retardant:

	Yes	No
Decabromodiphenyl (CAS no. 13654-09-6)		
monobromodiphenyl ether (CAS no. 101-55-3)		
dibromodiphenyl ether (CAS no. 2050-47-7)		
tribromodiphenyl ether (CAS no. 49690-94-0)		
tetrabromodiphenyl ether (CAS no. 40088-47-9)		
pentabromodiphenyl ether (CAS no. 32534-81-9)		
hexabromodiphenyl ether (CAS no. 36483-60-0)		
heptabromodiphenyl ether (CAS no. 68928-80-3)		
octabromodiphenyl ether (CAS no. 32536-52-0)		
nonabromodiphenyl ether (CAS no. 63936-56-1)		
decabromodiphenyl ether (CAS no. 1163-19-5)		
Chloroparaffins with chain length 10-13 C atoms, chlorine content > 50% by weight (CAS no. 85535-84-8)		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

2. Any plastic part weighing more than 25 grams does not contain any flame retardant substances or preparations containing substances that are assigned, or may be assigned, the risk phrase:

	Yes	No
R45 (may cause cancer), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R46 (may cause heritable genetic damage), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R50 (very toxic to aquatic organisms), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R51 (toxic to aquatic organisms), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R52 (harmful to aquatic organisms), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R53 (may cause long-term adverse effects in the aquatic environment), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R60 (may impair fertility), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
R61 (may cause harm to the unborn child), as defined in Council Directive 67/548/EEC and its subsequent amendments.		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

8.6 Batteries

Requirement	Yes	No
Any batteries used in the product do not contain more than 0.0001% of mercury by weight of the battery		
Any batteries used in the product do not contain more than 0.001% of cadmium by weight of the battery		
Any batteries used in the product do not contain more than 0.01% of lead by weight of the battery.		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

9. User instructions

Requirement	Yes	No
The product will be sold with relevant user information, which provides advice on its proper environmental use		
A copy of the instruction manual for the product is provided to the Competent Body		
The instruction manual provides recommendations for the use of the power management features, including information that disabling these features can lead to higher consumption of energy and thus can increase the running costs.		
The instruction manual provides information that the energy drawn from the mains can be reduced to zero if the computer is unplugged or if the wall socket is switched off.		
The instruction manual provides information on the guarantee and the availability of spare parts.		
The instruction manual provides information on the fact that the product has been designed to enable proper reuse of parts and recycling and should not be thrown away.		
The instruction manual provides advice on how the consumer can make use of the manufacturers take-back offer		
When it is appropriate for the consumer to upgrade or exchange components, information on the proper procedures is given in the instruction manual.		
Information that the product has been awarded the EU ecolabel with a brief explanation as to what this means together with an indication that more information on the ecolabel can be found at the web-site address is provided to the customer		
Suitable information for the Competent Body to determine that the product meets these criterion is provided to the Competent Body		

10. Environmental declaration

Requirement	Yes	No
An environmental declaration which conforms with the recommendations of ECMA's Technical Report 70 "Product-related environmental attributes" has been produced for this product		
A copy of the environmental declaration will be provided to the consumer with the product		
A copy of the environmental declaration for this product is provided to the Competent Body		

11. Information appearing on the ecolabel

Requirement	Yes	No
Box 2 of the ecolabel contains the following text: "low energy consumption"		
Box 2 of the ecolabel contains the following text: "designed to facilitate recycling"		
An illustration of the proposed usage of the Ecolabel on the product and/or packaging is provided to the Competent Body		

Statement that the product meets all ecolabel criteria

As the applicant for an EU Eco-label, I hereby declare that the product meets all of the criterion which are required for this product to be awarded an ecolabel. This application includes two copies of a dossier which contains the following information • Report(s) showing compliance of the product with each test requirement • Information showing that all tests have been conducted in a laboratory which meets the general requirements expressed in standard EN ISO 17025 • Suitable information for the Competent Body to determine that the product meets all criteria where the applicant has declared compliance with the criteria • The user manual for the product • A disassembly report • The environmental declaration for the product • Information on how the user will be made aware that this product has been awarded the ecolabel. • An illustration of the proposed usage of the Ecolabel on the product and packaging. If the application is successful, the applicant will retain a copy of the dossier and keep it up to date for the duration of the licence	
Signed: Name in capitals: Position in company: Date	:

Annex 1

Commission Decision on ecolabel criteria for a personal computer

** This annex is provided by a hyperlink where the application pack is sent out by e-mail, or as a paper copy when the application form is sent by post.*



Annex 2

Approved test centres

This Appendix shows approved test centres in Europe. Further centres will be added as these are approved: the Competent Body welcomes suggestions.

Information showing that all tests have been conducted in a laboratory which meets the general requirements expressed in standard EN ISO 17025

